



## **Directions for Assigning an ARIES User Group Role for Staff**

For staff with access to the ARIES Client Application, which contains all the client demographic, medical history and service data, it is necessary for the supervisor to determine what tasks that staff person needs to conduct while logged into ARIES. ARIES is set up to protect client confidentiality by only allowing ARIES staff users access to the minimum amount of client data necessary for that staff person to complete their work. For example, not all staff users need to see medical information; some staff might need to view medical information but do not need to change or edit medical information. The original ARIES partners created the user group roles with their associated permission levels, based on input from agency staff.

Attached is an Excel worksheet delineating:

1. The ARIES user groups, and
2. The designated permission levels for each ARIES user group.

### **Each sheet is broken out by ARIES user group**

The cells filled in with ☐ **Y** = **granting** of permission level in the column.

The blank cells ☐ = **denial** of permission level listed in the column.

The shaded cells ☐ = **not applicable** (permission level does not exist).

### **The following are the user group roles for ARIES:**

1. Administrative Agency ARIES Administrator (for Fiscal Agents, Counties)
2. Agency ARIES Administrator (for agency IT staff, if appropriate and available)
3. Agency Management
4. Ancillary Services (Transportation, Food, etc.)
5. Case Manager
6. Data Entry
7. Medical
8. Peer Advocate
9. Receptionist
10. Volunteer

### **PROCESS: Before your agency is set up to use ARIES, and as part of the process for completing the “ARIES User Registration Form”, please:**

1. Review the worksheets,
2. Assign your ARIES user staff to the above user groups, (noting the permission levels associated to each user group), and
3. If the staff person needs access to ARIES Client application, then indicate the appropriate user group role on the line next to the check box.

On a staff-by-staff basis, it is possible to incrementally modify the permission levels within a user group. However, it is best to discuss these modifications first with your Office of AIDS ARIES data contact.